

# Montana Department of Agriculture

## Guidelines for Commercial Pesticide Training

1. To request recertification credits for a training course:

- A. Submit a completed Pesticide Recertification Credit Request Form.
- B. Include a copy of the program agenda with a description of the presentation titles.
- C. Submit your request at least thirty (30) days before the course date.
- D. Send to:

Montana Department of Agriculture  
Agricultural Sciences Division

Attn: Janet Kirkland

P.O Box 200201

Helena MT 59620-0201

Phone: 406-444-3732; Fax: 406-444-7336; e-mail: jakirkland@mt.gov

**Electronic submissions may be made by sending the Pesticide Recertification Credit Request Form and an agenda electronically via e-mail as attachments to: jakirkland@mt.gov**

2. When developing a training program you should:

- A. Define the needs of the type of applicator category (ies) to be addressed.
- B. Choose topics to include the standards established by the Montana Pesticide Act and Administrative Rules.
- C. Develop the final program agenda, including date, time, place of proposed training and presentations to be made at the course.

3. Training programs must meet established criteria to qualify for Montana recertification credits. Programs are evaluated for time requirements and content. All training courses that have lengths greater than six credit hours will be awarded no more than six credits. All applicators who wish to qualify for relicensing through training must attend a minimum of 12 credit hours of approved applicator training courses every four years. An applicator or dealer may not accumulate all twelve hours of credit in a single year.

All courses need to provide a balanced program of applicators, which means that courses should include at least 4 to 5 of the 8 items in the *Standards For Pesticide Training*. For sponsors providing yearly training, this balance can be achieved over an extended time frame (3 to 4 years). Course agendas **must** have a brief description of the presentation titles.

4. The Department will review the program for course content and determine if time requirements are met. The appropriate applicator/dealer categories will be identified and the number of credits to be awarded for recertification credit. For approved courses, attendance sheets will be enclosed for use during the course.

5. You, as the sponsor, will be completely responsible for the program. This includes:
  - A. Notification of the program to the target group or the public.
  - B. Conducting the course.
  - C. Arranging for appropriate training aids and facilities.
  - D. Completion of attendance sheets.
6. Training certificates will be issued by the Department once the attendance sheets have been returned to the Department.
7. The Montana Department of Agriculture reserves the right to withhold credits from programs that fail to meet the requirements (Standards for Pesticide Training).
8. Business related sales meetings will not be considered for recertification credit.
9. Associations may conduct training solely for the benefit of its own membership. The training course does not have to be open to the public.
10. An individual may request credits for meetings, conventions, or other training presentations from the Department for which the Department did not receive a request for credit. It is best to ask the course sponsor to submit the course for credit prior to attendance. However, consideration for credit will be given after attendance provided adequate material is submitted to evaluate the course and assign credit.
11. Recertification courses intended for private (farm) pesticide applicators with at least six hours of pesticide or pest management content may be considered for a maximum three hours of commercial/governmental recertification credit. Portions of the course content must be advanced in nature and be applicable to the license category for which credit is requested.